

YOUR PROFESSIONAL PORTFOLIO

An important component of your experience this year will be the development of your portfolio. Careful preparation of a portfolio of work will be undertaken during the CI 315 A and CI 315 B year. The portfolio will contain artifactual evidence that addresses the standards. During the Observation Semester you will develop a Formative Portfolio. Your portfolio will contain the items listed below. This portfolio should be crafted with the underlying understanding that the documents contained will provide prospective employers with an accurate portrait of your professional growth.

I. **Portfolio Contents:** Your portfolio should contain the following:

1. **Table of Contents CI 315 A & B**
2. **Essay of Learning Standards** Introductory section relating portfolio contents to the Illinois Professional Teaching, Language Arts, and Technology Standards [for example, explain to the reader how the unit plan, lesson plan, etc. relate to specific standards. **A & B**
3. **Resume (at least two pages) A & B**
4. **Letters of reference** (at least 3 letters of reference: Cooperating Teacher, Content Advisor, School of Education Site Coordinator). Note: letters will be included in your final portfolio, due in April. **B Only**
5. **Philosophy of Education A & B**
6. **Sample unit plans-** At least one unit should be one you teach during your student teaching experience. Consult with your cooperating teacher, your content advisor and your SIUE School of Education Site Coordinator when constructing this unit. **A & B**
7. **Sample lesson plans A & B**
8. **Sample instructional materials** developed during the student teaching experience. (for CI 315 B) **B Only**
9. **Sample assessment instruments** (both assessment of & for learning) **A & B**
10. **Samples of student work-** Note: in your final portfolio due in April. **B Only**
11. **Photographs & Additional information** provides a prospective employer with an accurate portrait of your professional development, commitment to teaching, and activities that demonstrate students engaged in active learning. **B Only**
12. **Formative Classroom Management Plan** that includes: how you plan to create and maintain a safe, nurturing learning environment. Your classroom management plan should address all six components of an effective classroom management plan: 1) Knowledge of students' academic and social needs; 2) your understanding of and plans to effectively utilize lesson planning to enhance student engagement in learning; 3) classroom organization; 4) procedural expectations; and 5) preventive and consequential disciplinary strategies and understandings you intend to utilize; and, 6) how you plan to work with students with special needs. A final summative plan will be included in your summative portfolio due in April. **A & B**

II. **Evaluation**

School of Education advisor will evaluate your portfolio and/or your cooperating teacher and Content Advisor. * I will be looking at both the content of these written materials and the quality of the writing. If you struggle with the writing process, get help! At a minimum, have someone you trust proofread your materials.